

Message Text

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47

ACTION NEA-10

INFO OCT-01 ISO-00 PER-01 AID-05 USIA-06 DODE-00 FS-01

ABF-01 MMO-01 A-01 /027 W
----- 025714

R 090948Z NOV 76

FM AMEMBASSY DAMASCUS

TO SECSTATE WASHDC 425

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FOR NEA/EX AND PER/ES/LP

E.O. 11652: N/A

TAGS: AFSP APER SY

SUBJ: CLASSIFICATION SCHEDULE AND COMPENSATION PLAN

REF: REPORT OF CLASSIFICATION, SALARY AND FRINGE BENEFITS
CONDUCTED AT DAMASCUS, SYRIA, AS SUBMITTED TO DEPARTMENT
BY CLASSIFICATION/WAGE SURVEY TEAM

1. THE FINAL REPORT OF THE FSL CLASSIFICATION/WAGE SURVEY
TEAM WAS POUCHED ON OCTOBER 29.

2. THE EMBASSY CONCURS AND RECOMMENDS ADOPTION OF POSITION
CLASSIFICATIONS AS PROPOSED BY THE TEAM EXCEPT FOR POSITION
NO. DA-3-7, CONSULAR SPECIALIST. THE TEAM, DURING THE
COURSE OF ITS SURVEY, CLASSIFIED THIS POSITION AS FSL-2.
BECAUSE OF THE PRESENT INCREASE IN CONSULAR ACTIVITIES IN
DAMASCUS, AND THE FACT THAT THE INCREASED WORKLOAD IS
EXPECTED TO CONTINUE IN THE FORESEEABLE FUTURE, THE EMBASSY
STRONGLY BELIEVES THAT THIS POSITION SHOULD BE CLASSIFIED AT THE
FSL-1 LEVEL, WITH SUPERVISORY AS WELL AS FUNCTIONAL
RESPONSIBILITIES. UNDER THE TEAM'S RECOMMENDATION, THERE WOULD
BE NO SUPERVISORY LOCAL EMPLOYEE IN THE CONSULAR SECTION
AND THE EMBASSY BELIEVES THIS WOULD BE A MISTAKE. THE
EMBASSY IS PRESENTLY PREPARING A JOB DESCRIPTION THAT WILL
ACCURATELY REFLECT THE INCREASED DUTIES AND RESPONSIBILITIES

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OF POSITION NO. DA-3-7.

3. EMBASSY ENDORSES AND URGES APPROVAL OF LOCAL COMPENSATION PLAN RECOMMENDED IN REFERENCED REPORT, INCLUDING THE PAYMENT OF ANNUAL BONUS EQUIVALENT TO ONE MONTH'S SALARY.

4. EMBASSY PROPOSES TO INITIATE NEW SALARY SCHEDULE EFFECTIVE WITH PAY PERIOD 25, BEGINNING 12/5/76, AND ONE MONTH BONUS PAYMENT IN DECEMBER 1976 FOR ALL SYRIAN EMPLOYEES. ONE FULL MONTH'S SALARY WOULD BE BONUS FOR ONE FULL YEAR'S EMPLOYMENT AND BONUS PRO-RATED ACCORDINGLY FOR LESS THAN ONE YEAR'S EMPLOYMENT. THEREAFTER, BEGINNING IN CY 1977, MOSLEM EMPLOYEES WOULD RECEIVE BONUS PAYMENT AT RAMADAN AND CHRISTIANS AT CHRISTMAS, IN ACCORDANCE WITH LOCAL CUSTOM.

5. INCREASED COST FOR REMAINDER OF FY-77 WOULD BE:

AGENCY	REGULAR SALARIES UNDER NEW COMPENSATION PLAN	BONUS	TOTAL
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AID	\$4250.00	\$4151.00	8401.00
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STATE			
PROGRAM	5409.00	3547.00	8956.00
SHARED	8333.00	8988.00	17321.00

USIS	4778.00	1910.00	6688.00
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DAO	103.00	221.00	324.00
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TOTAL	\$22,873.00	\$18,817.00	\$41,690.00
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6. IN ORDER MEET INCREASED SALARY COSTS, PARA 5 ABOVE, FOLLOWING INCREASES IN ALLOTMENTS WILL BE REQUIRED:

STATE: \$26,277.00

USIS: SUBJECT SEPARATE MESSAGE

AID: NO INCREASE REQUIRED.

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DAO: SUBJECT SEPARATE MESSAGE.

EARLY APPROVAL AND NECESSARY FUNDS WOULD BE APPRECIATED.

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Message Attributes

Automatic Decaptioning: X
Capture Date: 01 JAN 1994
Channel Indicators: n/a
Current Classification: UNCLASSIFIED
Concepts: n/a
Control Number: n/a
Copy: SINGLE
Draft Date: 09 NOV 1976
Decaption Date: 01 JAN 1960
Decaption Note:
Disposition Action: RELEASED
Disposition Approved on Date:
Disposition Authority: ElyME
Disposition Case Number: n/a
Disposition Comment: 25 YEAR REVIEW
Disposition Date: 28 MAY 2004
Disposition Event:
Disposition History: n/a
Disposition Reason:
Disposition Remarks:
Document Number: 1976DAMASC07678
Document Source: CORE
Document Unique ID: 00
Drafter: n/a
Enclosure: n/a
Executive Order: N/A
Errors: N/A
Film Number: D760417-0573
From: DAMASCUS
Handling Restrictions: n/a
Image Path:
ISecure: 1
Legacy Key: link1976/newtext/t19761168/aaaacgoj.tel
Line Count: 112
Locator: TEXT ON-LINE, ON MICROFILM
Office: ACTION NEA
Original Classification: LIMITED OFFICIAL USE
Original Handling Restrictions: n/a
Original Previous Classification: n/a
Original Previous Handling Restrictions: n/a
Page Count: 3
Previous Channel Indicators: n/a
Previous Classification: LIMITED OFFICIAL USE
Previous Handling Restrictions: n/a
Reference: n/a
Review Action: RELEASED, APPROVED
Review Authority: ElyME
Review Comment: n/a
Review Content Flags:
Review Date: 23 JUN 2004
Review Event:
Review Exemptions: n/a
Review History: RELEASED <23 JUN 2004 by izenbei0>; APPROVED <22 OCT 2004 by ElyME>
Review Markings:

Margaret P. Grafeld
Declassified/Released
US Department of State
EO Systematic Review
04 MAY 2006

Review Media Identifier:
Review Referrals: n/a
Review Release Date: n/a
Review Release Event: n/a
Review Transfer Date:
Review Withdrawn Fields: n/a
Secure: OPEN
Status: NATIVE
Subject: CLASSIFICATION SCHEDULE AND COMPENSATION PLAN
TAGS: AFSP, APER, SY
To: STATE
Type: TE
Markings: Margaret P. Grafeld Declassified/Released US Department of State EO Systematic Review 04 MAY 2006